

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: M6H1 Harvey Response - Hilton Garden Inn Houston Cancellation request
Date: Thursday, September 21, 2017 10:47:33 AM

From: Margo Clements
Sent: Thursday, September 21, 2017 10:43:11 AM (UTC-06:00) Central Time (US & Canada)
To: Christian, Doretha; Michele Reyna
Cc: Bokun, Lisa; R6HarveyLSC
Subject: RE: M6H1 Harvey Response - Hilton Garden Inn Houston Cancellation request

Doretha,

I have requested as we discussed yesterday, 9/20/17, that the room for Pete Stevenson not be charged as a late arrival.

As we discussed prior I never did receive a credit card to guarantee the rooms for EPA from Gary Turner as originally planned.

Please let me now if you have any additional Guests that we might accommodate for EPA at the Hilton Garden Inn Houston/Clear Lake NASA.

Thank you again Doretha for sending your Employees our way.

Hospitably yours.

Margo

Margo Clements
Director of Sales
Hilton Garden Inn Houston-Clear Lake NASA



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From: Christian, Doretha [mailto:christian.doretha@epa.gov]
Sent: Monday, September 18, 2017 2:03 PM
To: Margo Clements; Michele Reyna
Cc: Bokun, Lisa; R6HarveyLSC
Subject: M6H1 Harvey Response - Hilton Garden Inn Houston Cancellation request

Hello Margo,

This is a request to cancel the upcoming reservation for Pete Stevenson (3377449828) scheduled for check-in on today, 9/18. Please inform me of the fee associated with this cancellation, if any. Additionally, please confirm if the master credit card provided by Gary Turner for the 10 block of rooms will be charged. Again, many thanks to you for your willingness and outstanding assistance to the EPA for lodging during this response.

Take care.

Doretha A. Christian
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